

Assignment Codes

Code	Course Title	HQT	Bulletin 400	Rules 46-47	Rules 2002	REPA
Administration & Supervision						
0250	Administrative Assistant to the Superintendent		<ul style="list-style-type: none"> No License Available 	<ul style="list-style-type: none"> Any Administrative License 	<ul style="list-style-type: none"> Any Administrative License 	<ul style="list-style-type: none"> Administrative License preferred but not required
0156	Athletic Coach		<ul style="list-style-type: none"> No License Available 	<ul style="list-style-type: none"> No License Available 	<ul style="list-style-type: none"> No License Available 	<ul style="list-style-type: none"> No License Available
0164	Curriculum Specialist		<ul style="list-style-type: none"> General Supervisor& Curriculum Specialist (School Services Certificate) Elementary or Secondary Administration & Supervision Superintendent 	<ul style="list-style-type: none"> General Supervisor& Curriculum Specialist Superintendent 	<ul style="list-style-type: none"> Director of Curriculum & Instruction Building Level Administration Superintendent 	<ul style="list-style-type: none"> Director of Curriculum & Instruction Building Level Administration
0266	Director of Personnel		<ul style="list-style-type: none"> No License Available 	<ul style="list-style-type: none"> Administrative License preferred but not required 	<ul style="list-style-type: none"> Administrative License preferred but not required 	<ul style="list-style-type: none"> Administrative License preferred but not required
0064	Director of Guidance		<ul style="list-style-type: none"> Director of Guidance Supervisor of Guidance 	<ul style="list-style-type: none"> Director of School Service Personnel School Counselor (Professional) 	<ul style="list-style-type: none"> School Counseling Accomplished Practitioner 	<ul style="list-style-type: none"> School Counselor (Accomplished Level)
0176	Director of Reading or Language Arts		<ul style="list-style-type: none"> No License Available 	<ul style="list-style-type: none"> Director of Reading 	<ul style="list-style-type: none"> Reading Specialist 	<ul style="list-style-type: none"> No License Available
0192	Director of Special Education		<ul style="list-style-type: none"> Director of Special Education (School Services Certificate) 	<ul style="list-style-type: none"> Director of Special Education 	<ul style="list-style-type: none"> Director of Exceptional Needs 	<ul style="list-style-type: none"> Director of Exceptional Needs
0196	Director of Vocational Education		<ul style="list-style-type: none"> Vocational Director (School Services Certificate) 	<ul style="list-style-type: none"> Director of Vocational Education Building Level Administration Superintendent 	<ul style="list-style-type: none"> Director of Career & Technical Education Building Level Administration Superintendent 	<ul style="list-style-type: none"> Director of Career & Technical Education Building Level Administration Superintendent
0002	Elementary Principal		<ul style="list-style-type: none"> Elementary Administration & Supervision Superintendent 	<ul style="list-style-type: none"> Elementary Administration & Supervision Superintendent 	<ul style="list-style-type: none"> Building Level Administration Superintendent 	<ul style="list-style-type: none"> Building Level Administration Superintendent
0008	Elementary		<ul style="list-style-type: none"> Elementary 	<ul style="list-style-type: none"> Elementary Administration 	<ul style="list-style-type: none"> Building Level Administration 	<ul style="list-style-type: none"> Building Level

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	Assistant Principal		Administration & Supervision • Superintendent	& Supervision • Superintendent	• Superintendent	Administration • Superintendent
0004	Middle School Principal		• Elementary or Secondary Administration & Supervision • Superintendent	• Elementary or Secondary Administration & Supervision • Superintendent	• Building Level Administration • Superintendent	• Building Level Administration • Superintendent
0010	Middle School Assistant Principal		• Elementary or Secondary Administration & Supervision • Superintendent	• Elementary or Secondary Administration & Supervision • Superintendent	• Building Level Administration • Superintendent	• Building Level Administration • Superintendent
0050	Assistant Superintendent Pupil Personnel		• Superintendent	• School Administration License preferred but not required	• School Administration License preferred but not required	• School Administration License preferred but not required
0052	Assistant Superintendent Special Services		• Superintendent	• School Administration License preferred but not required	• School Administration License preferred but not required	• School Administration License preferred but not required
0150	Assistant Superintendent Instruction or Curriculum		• Superintendent	• School Administration License preferred but not required	• School Administration License preferred but not required	• School Administration License preferred but not required
0252	Assistant Superintendent Building & Grounds		• Superintendent	• School Administration License preferred but not required	• School Administration License preferred but not required	• School Administration License preferred but not required
0254	Assistant Superintendent Building & Finance or Business Manager		• Superintendent	• School Administration License preferred but not required	• School Administration License preferred but not required	• School Administration License preferred but not required
0256	Assistant Superintendent Staff Personnel		• Superintendent	• School Administration License preferred but not required	• School Administration License preferred but not required	• School Administration License preferred but not required
0268	Other Assistant Superintendent		• Superintendent	• School Administration License preferred but not required	• School Administration License preferred but not required	• School Administration License preferred but not required

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0018	Elementary or Middle School Principal		<ul style="list-style-type: none"> • Elementary Administration & Supervision • Superintendent 	<ul style="list-style-type: none"> • Elementary Administration & Supervision • Superintendent 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent
0174	Health/PE/Safety or Recreation Includes System-Wide Athletic Director		<ul style="list-style-type: none"> • Any License 	<ul style="list-style-type: none"> • Any License preferred but not required 	<ul style="list-style-type: none"> • Any License preferred but not required 	<ul style="list-style-type: none"> • Any License preferred but not required
0006	Secondary Principal		<ul style="list-style-type: none"> • Secondary School Administration & Supervision • Superintendent 	<ul style="list-style-type: none"> • Secondary School Administration & Supervision • Superintendent 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent
0012	Secondary Assistant Principal		<ul style="list-style-type: none"> • Secondary School Administration & Supervision • Superintendent 	<ul style="list-style-type: none"> • Secondary School Administration & Supervision • Superintendent 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent
0300	Superintendent		<ul style="list-style-type: none"> • Superintendent 	<ul style="list-style-type: none"> • Superintendent 	<ul style="list-style-type: none"> • Superintendent 	<ul style="list-style-type: none"> • Superintendent
0158	Audio-Visual Education		<ul style="list-style-type: none"> • Audiovisual Supervisor • Supervision of School Libraries & Instructional Materials Services 	<ul style="list-style-type: none"> • Instructional Supervisor in School Media Services 	<ul style="list-style-type: none"> • Library Media Services 	<ul style="list-style-type: none"> • Library / Media
0168	Elementary Instructional Supervision		<ul style="list-style-type: none"> • General Supervisor & Curriculum Specialist • Elementary Administration & Supervision • Superintendent 	<ul style="list-style-type: none"> • General Supervisor & Curriculum Specialist • Elementary Administration & Supervision • Superintendent • Instructional Supervision with Elementary Certificate 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent
0198	Technology Education Supervisor		<ul style="list-style-type: none"> • Supervisor in Industrial Arts 	<ul style="list-style-type: none"> • Instructional Supervision in Industrial Arts 	<ul style="list-style-type: none"> • Technology Education 	<ul style="list-style-type: none"> • Technology Education
0178	Library or Instructional Media Supervisor		<ul style="list-style-type: none"> • Supervisor of School Library & Instructional Materials Services 	<ul style="list-style-type: none"> • Instructional Supervision in School Media Services 	<ul style="list-style-type: none"> • Library Media Services 	<ul style="list-style-type: none"> • Library / Media

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0188	Secondary Instructional Supervision		<ul style="list-style-type: none"> • Superintendent • Instructional Supervision in appropriate subject area • Secondary Administration & Supervision • General Supervision & Curriculum Specialist 	<ul style="list-style-type: none"> • Superintendent • Instructional Supervision in appropriate subject area • Secondary Administration & Supervision • General Supervision & Curriculum Specialist 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent 	<ul style="list-style-type: none"> • Building Level Administration • Superintendent
0058	Director of Attendance		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0060	Director of Data Processing		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0062	Director of Federal Programs		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0066	Director of Health Services		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0068	Director of Human Relations		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0070	Director of Publicity & Communications		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0072	Director of School Lunch		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0074	Director of Special Services		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0076	Director of Testing, Evaluation or Research		<ul style="list-style-type: none"> • Any School Administration License 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required 	<ul style="list-style-type: none"> • School Administration License preferred but not required
0078	Director of		<ul style="list-style-type: none"> • Any School 	<ul style="list-style-type: none"> • School Administration 	<ul style="list-style-type: none"> • School Administration License 	<ul style="list-style-type: none"> • School Administration

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	Transportation		Administration License	License preferred but not required	preferred but not required	License preferred but not required
Department Heads						
0152	Adult Education or Extended Services Department Head		• Any License	• Any License	• Any License	• Any License
0200	Alternative Programs Department Head		• Any License	• Any License	• Any License	• Any License
0154	Art Department Head		• Arts & Crafts	• Visual Arts	• Fine Arts: Visual Arts	• Fine Arts: Visual Arts
0160	Business Department Head		• Business Education	• Business Education	• Business Education	• Business Education
0162	Computer Coordinator (K-12) Department Head		• Math • Business Education	• Math • Business Education	• Math • Business Education	• Computer Education • Mathematics
0166	Education Television or Radio Department Head		• Any License	• Radio & TV • Journalism	• Journalism • Language Arts	• Journalism • Language Arts
0170	World Language Department Head		• World Language	• World Language	• World Language	• Any World Language
0172	Gifted & Talented Department Head		• Any License	• Any License	• Gifted & Talented	• High Ability
0180	Mathematics Department Head		• Math	• Math	• Math	• Mathematics
0182	Music Department Head		• Music	• Any Music	• Fine Arts: Any Music	• Fine Arts: Any Music
0184	Other: Curriculum or Instruction Department Head		• Any License	• Any License	• Any License	• Any License
0186	Science Department Head		• Science	• Science	• Science	• Any Science
0190	Social Studies		• Social Studies	• Social Studies	• Social Studies	• Any Social Studies

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	Department Head					
Directors of Planning, Maintenance, Etc.						
0258	Director or Budget Manager & Accounting		• Any Administration License	• Administration License preferred but not required	• Administration License preferred but not required	• Administration License preferred but not required
0260	Director of Maintenance & Repairs		• Any Administration License	• Administration License preferred but not required	• Administration License preferred but not required	• Administration License preferred but not required
0262	Director of Planning or Construction		• Any Administration License	• Administration License preferred but not required	• Administration License preferred but not required	• Administration License preferred but not required
0264	Director of Purchasing		• Any Administration License	• Administration License preferred but not required	• Administration License preferred but not required	• Administration License preferred but not required
0270	Other Certified Employee—Budget & Finance		• Any Administration License	• Administration License preferred but not required	• Administration License preferred but not required	• Administration License preferred but not required
0272	Other Certified Employee—Building Grounds		• Any Administration License	• Administration License preferred but not required	• Administration License preferred but not required	• Administration License preferred but not required
0274	Other Certified Employee—Staff Personnel		• Any Administration License	• Administration License preferred but not required	• Administration License preferred but not required	• Administration License preferred but not required
Department Chairs						
6099	Special Education Department Chair		• Any Special Education License	• Any Special Education License	• Any Exceptional Needs	• Any Exceptional Needs
6599	Gifted & Talented Department Chair		• Any License	• Any License	• Gifted & Talented	• High Ability
7099	At Risk Department Chair		• Any Special Education License	• Special Education License	• Any Exceptional Needs	• Any Exceptional Needs
1199	English Department Chair		• English	• English	• Language Arts	• Language Arts
1599	Social Studies		• Any Social Studies	• Any Social Studies	• Any Social Studies	• Any Social Studies

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	Department Chair					
2199	Foreign Language Department Chair		• Any World Language	• Any World Language	• Any World Language	• Any World Language
2599	Mathematics Department Chair		• Mathematics	• Mathematics	• Mathematics	• Mathematics
3199	Science Department Chair		• Any Science	• Any Science	• Science License	• Any Science
3599	Physical Education Department Chair		• Physical Education	• Physical Education	• Physical Education	• Physical Education
4099	Art Department Chair		• Arts & Crafts	• Visual Arts	• Fine Arts / Visual Arts	• Fine Arts / Visual Arts
4299	Music Department Chair		• Any Music	• Any Music	• Any Music	• Fine Arts: Any Music
4599	Business & IT Education Department Chair		• Business Education	• Business Education	• Business Education	• Business Education • Computer Education
4799	Technology Education Department Chair		• Industrial Arts	• Industrial Technology	• Technology Education	• Technology Education
5999	Director of Career and Technical Education		• Any Vocational	• Any Vocational	• Any CTE License	• Any CTE License

***NOTE: The appropriate administration licensure applies to all, regardless of title, who have the role/responsibilities for direct supervision and/or primary evaluation of other licensed personnel. Any person hired in an administrative position without the appropriate license prior to July 1, 2003, may continue in that position provided he/she is remaining in the same position in the same school district.**